

PIMS – Prosecutor Information Management Systems

How to Expunge a Case

To expunge a case in PIMS, it must first be dispositioned. The steps to do so are outlined below.

1. Disposition all charges in the case.
2. Make sure the case has a Case disposition and date as well.
3. Make sure there is a defense attorney selected or entered (or Attorney type = pro se)
4. Save the case.
5. Go to the Events screen where you will find the Expunge button and click on it.
6. If it asks if you want to change the status to locked, click on OK. Otherwise, the message will ask if you want to continue or cancel. NOTE: Clicking on OK on this box will cancel it. Clicking on Continue will expunge the case.

NOTE: An Expunge can NOT be undone. It is permanent.

NOTE 2: Currently, the system does not allow you to expunge a case that has not been dispositioned. If there are situations that come up where you need this ability, please let us know.

Please see illustrations below for help with the process.

Utah Prosecution Council CASE MANAGEMENT SYSTEM

General Information | Defendant | Charges | Victim/Witness | Probable Cause | Notes | Documents | Events | Home

Case Prosecution - Charges

Office Case No.: **UPC-Test1** | Court No.: **404050505** | Case Type: **ASSAULT: 1F** | Case Status: **OPEN**
Defendant Name: **Fred Flintstone 1** | Case Judge: **LYNN DAVIS**

Record Updated

Search for New Amended Charge | Search for New Dispositioned Charge

Dispositioned Charges

| Chng | C | Date | Req. chrg | Filed chrg | Amended chrg | Dispositioned chrg | Disposition |
|------|---|------------|-----------|------------|--------------|---------------------|--------------------------------|
| ↑↓ | 1 | 10/10/2006 | | MurderDV-1 | | MurderDV-1 E | GUILTY - ORIGINAL CHARGE, JURY |
| ↑↓ | 2 | 10/10/2006 | DUI-A | DUI-A | | Dec-Dism E | DISMISSED |

Rows 1 to 2 of 2. <<First <Prev | Next> Last>>10 20 30 40 All per page

*Disposition: **NONE** **A** Note:

*Dispositioned Date: / / (MM/DD/YYYY)

*Statute: *Offense Level: *Short Desc.:

*Long Description:

*Charging Phrase:

Repealed Date:

*Offense Date From: / / (MM/DD/YYYY) To: / / (MM/DD/YYYY)

Offense Location: Copies:

City/District: **NONE** **A**

Save **Back** **Forward** **Print** **Disposition Case** **Clear** **Cancel**

Case qualified to be dispositioned.

Case Prosecution - Charges

Case No.: UPC-Test1

Court No.: 404050505

Case Type: ASSAULT: 1F

Case Status: OPEN

Defendant Name: Fred Flintstone 1

Case Judge: LYNN DAVIS

Record Updated

Search for New Amended Charge

Search for New Dispositioned Charge

Dispositioned Charges

| Date | Req. chrg | Filed chrg | Amended chrg | Disposition |
|-----------|-----------|------------|--------------|-------------|
| 0/10/2006 | | MurderDV-1 | | MurderDV-1 |
| 0/10/2006 | DUI-A | DUI-A | | Dec-Dis |

Rows 1 to 2 of 2.

<<First <Prev | Next> Last>>

Step 2: When you click on the Disposition Case button, You will be asked if want to set the case status to Locked - click on OK.

* Statute:

* Offense Level:

* Short Desc.:

Description:

Legal Phrase:

Legal Note:

Windows Internet Explorer

?

Are you sure you want to change the Case Status to LOCKED?

OK

Cancel

Case Prosecution - Charges

Office Case No.: UPC-Test1

Court No.: 404050505

Case Type: ASSAULT: 1F

Case Status: OPEN

Defendant Name: Fred Flintstone 1

Case Judge: LYNN DAVIS

Record Updated

Search for New Amended Charge

Search for New Dispositioned Charge

Dispositioned Charges

| Req. C | Date | Req. chrg | Filed |
|--------|------------|-----------|------------|
| 1 | 10/10/2006 | | MurderDV-1 |
| 2 | 10/10/2006 | DUI-A | DUI-A |

If you haven't set a CASE Disposition yet, you will be prompted to do so.

Windows Internet Explorer

?

Cannot lock the case until a Case disposition code has been selected. Would you like to go to General Information screen and set it? If you select cancel at this time the Case disposition code will be set to DISPOSITIONED.

OK

Cancel

Case Prosecution - General Information

Office Case No.: **UPC-Test1** | Court No.: **404050505** | Case Type: **ASSAULT: 1F** | Case Status: **OPEN**
 Defendant Name: **Fred Flintstone 1** | Case Judge: **LYNN DAVIS**

* Office Case Number: * Date Submitted: 06/19/2007

* Case Status: **A**

* Case Type: **A**

* Custody Status:

Case Judge: **A** Court Case #:

Assigned Attorney: **A**

* Screening Attorney: **A**

Support Staff: **A**

Victim Advocate: **A**

Jurisdiction: **A**

Defense Attorney Type:

Defense Attorney: **A**

Select a Case disposition and enter the Disposition Date. Click on Save.

Lead Officer

Last Name: First Name: Officer ID No.:

Agency: **A**

Agency Case No.: Citation No.:

Agency Phone: Agency Fax:

Disposition Code: Disposition Date: / /

NONE
 DISPOSITIONED
 *GUILTY AS CHARGED - JUDGE
 *GUILTY AS CHARGED - JURY
 *GUILTY PLEA AS CHARGED
 *GUILTY PLEA LESSER



Utah Prosecution Council

CASE MANAGEMENT SYSTEM

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Case Dispositioned - General Information

Office Case No.: **UPC-Test1** | Court No.: **404050505** | Case Type: **ASSAULT: 1F** | Case Status: **L**
Defendant Name: **Fred Flintstone 1** | Case Judge: **LYNN DAVIS**

Record UPC-Test1 Saved

*Office Case Number: 19/2007

*Case Status:

*Case Type:

*Custody Status:

Case Judge: Court Case #:

Assigned Attorney:

Set case status =
Locked and save it.[General Information](#) [Defendant](#) [Charges](#) [Victim/Witness](#) [Probable Cause](#) [Notes](#) [Documents](#) [Events](#) [Home](#)

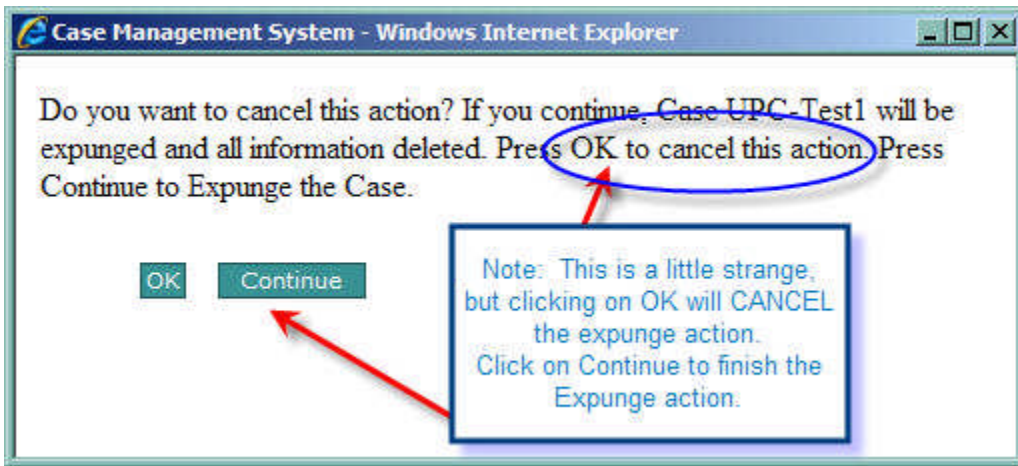
Case Disposition - Event



Office Case No.: **UPC-Test1** | Court No.: **404050505** | Case Type: **ASSAULT: 1F** | Case Status: **LOCKED**
Defendant Name: **Fred Flintstone 1** | Case Judge: **LYNN DAVIS**

Current Events Listing

| Event Date (desc) | Event | Event Location | Comments | User ID |
|------------------------------------|----------------------|-------------------------------|----------|---------|
| 07/10/2007 10:30AM | ARRAIGNMENT | Fourth District Court - Provo | | rweight |
| 06/25/2007 2:13PM | LOCKED CASE | | | rweight |
| 06/19/2007 3:30PM | FILED WITH COURT | | | rweight |
| 06/19/2007 1:54PM | SUBMIT FOR SCREENING | | | rweight |
| 06/19/2007 1:25PM | RECEIVED CASE | | | rweight |

Rows 1 to 5 of 5. <<First <Prev | Next> Last>> [10](#) [20](#) [30](#) [40](#) [All](#) per pageCourt Case #: *Event Start Date: / / (MM/DD/YYYY)Location: Event Judge: Appearance Attorney: Defense Attorney Type: Defense Attorney: Comments: Disposition: Disposition Reason: Go to Events Page and click on the
Expunge Case button.



 **CASE MANAGEMENT SYSTEM** 

General Information | Defendant | Charges | Victim/Witness | Probable Cause | Notes | Documents | Events | Home

Case Dispositioned - Defendant Information

Office Case No.: **UPC-Test1** | Court No.: **EXPUNGED** | Case Type: **ASSAULT: 1F** | Case Status: **LOCKED**
Defendant Name: **EXPUNGED EXPUNGED EXPUNGED 1** | Case Judge: **LYNN DAVIS**

☐ Business

* Last Name: **EXPUNGED** * First Name: **EXPUNGED** Middle Name: **EXPUNGED** Suffix:

* Date of Birth: **00 / 00 / 0000** (MM/DD/YYYY) ☒ Unknown

Search Other Cases

Alias: **EXPUNGED**

* Address: **EXPUNGED**

Address2: **EXPUNGED**

City: State: **UT** Zip Code: (00000-0000)

Phone: Race: **Unknown**

OTN: **EXPUNGED** Booking Number: **EXPUNGED** SS Number: - -

Driver's License: SO Number: **EXPUNGED**

Co-Defendants:

| Case No | Court Case No | Last Name | First Name | Middle Name | Suffix |
|---|---------------|-----------|------------|-------------|--------|
| Row 0 of 0. <<First <Prev Next> Last>> 10 20 30 40 All per page | | | | | |

Save **Back** **Forward** **Print** **Clear** **Cancel**

Once Expunged, all important data is deleted or Marked as Expunged. You CAN NOT undo an expunged record!

If you have any questions, please contact UPC.

<http://www.upc.state.ut.us>